



ASBCE



Special Renewal Issue 2018

**All licenses and permits must
be renewed by midnight
September 30, 2018
to avoid late fees.**

This issue
contains
important
information and
answers many
questions
regarding the
renewal process.

**License Renewal
Renewal Deadline
September 30, 2018**

Everyone Must Renew

This includes Licensees &
Permit Holders
See Page 4

Online Renewal

Easy & Convenient
See Page 2

Renew on Time

October Late Fee \$100
November Late Fee \$200
December Late Fee \$300

License Renewal Fees

\$300 Active
\$150 Inactive
\$150 Retired

Continuing Education

You can now check
your CE online.
See Page 6

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**Don't
forget!!**



**Online Renewal opens
August 15!**

Renew Online!!

★ **Attention :** Please allow two (2) business days after submitting your documentation to the Board before you go online to renew your license. (This allows time for the information to update the online system.) You will not be permitted to log in to the online renewal this year until your continuing education, and business have been received in the Board office and uploaded to the system.

- ★ You must go online to renew. It is quick, painless, efficient and paperless.
- ★ Upon completion, you will receive a confirmation that you should print for your files and be assured that you have paid your fee.

Please be sure to list all states that you are licensed in even if expired.

Licensees follow these steps for renewal.

- ★ Go to the Board's Web site at www.chiro.alabama.gov and select the button labeled Online Services. On the "Online Services" page you will see a list of online services. Click on **License Renewal**.
- ★ You will be taken to a login screen where you can access your record. Enter the information requested. You will not be permitted to log in to the online renewal until your continuing education and business license have been received in the Board office and uploaded to the system.
- ★ Once logged into your record you will go through several screens of information that you will verify for accuracy and edit as needed. After the information on each page has been confirmed or changed you will click any "**Next**" button needed to advance to the next page.
- ★ After you enter all the required information, you will see a page with payment options. You will enter your payment information.

The Board no longer mails Renewal Cards. Please wait 7 business days then log back in on the same website and click Print Renewal Card to print your card.

Permit holders follow these steps for renewal.

- ★ Go to the Board's Web site at www.chiro.alabama.gov and select the button labeled Online Services.
- ★ On the page "Online Services" you will see a list of online services. Click on **Facility Permit Renewal Application**.
- ★ On the new page select Permit Renewal.
- ★ You will be taken to a login screen where you can access your record. Enter the information requested. You will not be permitted to log in to the online renewal until your continuing education has been received in the Board office and uploaded to the system.
- ★ Once logged into your record you will go through several screens of information that you will verify for accuracy and edit as needed. After the information on each page has been confirmed or changed you will click any "Next" button needed to go to the next page.
- ★ After you enter the required information, you will see a page with payment options. You will then enter your payment information. Upon submission of payment, there will be a confirmation page that you should print and keep as your receipt of payment.

The Board doesn't mail Renewal Permits. Please wait 7 business days then log back in to the same website and click Print Permit to print your new permit.

If the Board office does not have the required renewal documentation you **will not** be allowed to complete the online application.

Acceptable forms of payment:

- *Visa
- *MasterCard
- *Discover

Licenses and Permits to Be Renewed

ALL licenses and permits must be renewed. If you hold or are responsible for one of the following licenses, renew it before October 1, 2018, to avoid additional penalties. The following must be renewed if you want to continue to practice in Alabama:



■ ACTIVE LICENSES

■ INACTIVE LICENSES

(practicing in a state other than Alabama)

■ RETIRED

(not practicing in any state)

■ NON LICENSED CLINIC PERMITS

(required if any part of clinic is owned by someone other than a DC)

Renewal Fees

If Completed by

September 30, 2018

(Completed means paid online by midnight on September 30, 2018, and all required documents, etc. are in to the Board office before 3pm on **September 26.**)

Active\$300

Inactive (out of state only).....\$150

Retired (not practicing in any state) ...\$150

Non-licensed Clinic\$300



If completed on or after

October 1, 2018

Late Fees

October\$ 100

November\$200

December \$300

The following fees are charged by Alabama Interactive to process online transactions.

*Active \$300 + \$9 Total
\$309.00*

*Inactive & Retired \$150 +
\$4.50 Total \$154.50*

Renewal Is Easy

Renewing Active License

Section 136 Business License
which expires September 30, 2018

- + 18 hours of Alabama Board approved Continuing Education (2 or 4 of these must be in AL Law)
- + \$300 Renewal Fee paid by September 30
- = A renewed current **Active license** effective October 1, 2018

Renewing Inactive License

Section 136 Business License
which expires September 30, 2018

- + 18 hours of Continuing Education (16 approved by the state in which you currently practice and 2 or 4 in AL Law)
- + \$150 Renewal Fee paid by September 30
- = A renewed current **Inactive license** effective October 1, 2018

Renewing Retired License

Certificate of Retirement on file or submit one prior to renewal

- + \$150 Renewal Fee paid by September 30
- = A renewed current **Retired license** effective October 1, 2018

Renewing Clinic Permit

2 hours of Alabama Law

- + \$300 Renewal Fee paid by September 30
- = A renewed current **Clinic Permit** effective October 1, 2018

Printing Renewed License/Permit

Renewed licenses are available for printing 7 days after the renewal has been completed. Please visit the Home page and click on the [Online Services Tab](#) then on [Print Renewal Card](#) and enter your license number and last 4 numbers of your Social Security Number. You will then be directed to print your renewal card. You may print the card and save the PDF file to your computer for later printing or emailing. **Note: The best browser for printing is Internet Explorer.**

Renewed Permits are available for printing 7 days after the renewal has been completed as well. Please visit the Home page and click on the [Online Services Tab](#) then on [Print Permit](#) you will then enter the permit number and the last 4 numbers of the Social Security Number of the primary owner of the clinic. You will then be directed to print your renewal permit. You may print the permit and save the PDF file to your computer for later printing. Please be sure the permit is displayed in the office.

Continuing Education Requirements

Total CE needed Active

18 hours of Alabama Board approved Continuing Education (2 or 4 of these must be in AL Law)

Inactive

18 hours of Continuing Education (16 approved by the state in which you currently practice and 2 or 4 in AL Law)

Retired

No hours required

Q&A

Q: In what time frame must courses be taken to count toward renewal for the 2018-19 Renewal?

A: Courses must be taken between October 1, 2017 and September 30, 2018 if the license is renewed prior to October 1, 2018.

Q: How do I know how many CE hours I have taken

A: All licensees can check their CE credit by visiting the Online Services section of the Board's website and selecting the link entitled *Check Continuing Education Hours on File* under *Other Services*

Q: How can I find out where courses are being offered?

A: There is a Seminar Search feature on the Board's website located in the *Online Services* section under *Other Services*. This feature allows licensees to search for courses using any of the following criteria: date, location, seminar name, and school/association.

Q: If I took 18 hours of CE during this current license period to reinstate my license will those hours take care of my renewal for the 2018-19 Renewal?

A: No. If hours were taken to reinstate a license during this license period an additional 18 hours must be taken to renew that license.

Q: What if I took courses in another state?

A: If you live and practice in another state you may use hours that the Board in that state approves for renewal. Of course, if you take a course in another state that is listed on our website as approved and the location and date of the seminar you took is listed those hours may be used for renewal as well.

Reminders for 2018-19 Renewal

For the 2018-19 renewal period all documents required for renewal must be in the Board office 48 hours (2 work days) prior to accessing the online renewal application.

You will not be able to login and complete the application unless the system can verify the Board office has your 18 hours of continuing education including 2 hours in AL Law (4 hours AL Law for new licensees), and the correct business license is on file.

For the 2018-19 Renewal Period the correct business license will be the license which expires 9/30/2018. (See sample below.)

Please remember that seminars are not retroactively approved. Be sure to verify that there is a (6) six digit Alabama approval number assigned to the seminar prior to registering for the seminar you are planning to use for renewal.

If you have any questions, please contact the Board office.

STATE OF ALABAMA

CONTROL NUMBER

ACCOUNT NUMBER

ISSUED TO: *Your name must be shown here.*

LICENSE YEAR
2017-2018

License year must be 2017-18.

LICENSE TYPE
STORE LICENSE
CHAIN STORE LICENSE
OCCUPATIONAL LICENSE ☒

BUSINESS LOCATION

EXPIRES
September 30, 2018
Expiration 2018

SECTION 136 CHIROPRACTOR

LICENSE AMOUNT 20.00

FEE 1.00

PENALTY

CITATION

INTEREST

TOTAL 21.00

Section must be 136.

SAMPLE

TRANSFER OF LICENSE

Candidates having been admitted heretofore are that a license sale of the business licensed by this certificate has been made by licensee, this license is transferred to said purchaser.

Name of Purchaser: Thomas White, Jr.

Name of Licensee: Julie P. Massey

Business Address: TIM RUSSELL

Business Name:

TOTAL 21.00

MAIL FEE

TOTAL WITH MAIL FEE 21.00

Check Your CE Credit on the Board's Website

- ✓ On the [Board's Home Page](http://www.chiro.alabama.gov) (www.chiro.alabama.gov) click on '[Online Services](#)'
- ✓ Then click '[License Renewal](#)' and log in with your license number and last 4 of your social security number. You will then see a list of the hours the Board currently has on file. please fax the certificate to 205-755-0081 or email to ash-ley.stewart@chiro.alabama.gov. If you have all of your hours on file you will be allowed to complete the renewal. You will not be allowed to start the online renewal unless all documentation required is on file. **Note: When you submit hours they will not be reflected on the website on the same day. If you attempt to log in to renew the system will notify you of hours and other documentation still needed.**
- ✓ When you are able to login and complete the renewal and pay please do not send any hours or business license to the board. Also if you fax do not email the same information as this slows the process. There is no need call to be sure we received the information just wait 2 days and try to log in to renew.

Office Address Required

The Board has a new policy which requires a licensee who is suspended to submit their business license and required continuing education prior to September 30th in order to avoid renewal late fees and penalties if / when the suspension is lifted

General Reminder for all Renewals

All licenses and permits must be renewed by September 30, 2018. We do not send an email with the hours we have on file for you. You may now check these hours on our website. If you have submitted hours more than 2 days prior that are not listed please call the Board office.

Please have all your documentation in to the Board office by Monday, September 26 3 PM to allow time for all information to be entered into the system so it will allow you to log in on September 30 to renew without accruing late fees.

2018 Board Election

This year the following seats are up for election

- ♦ District 5
- ♦ District 6
- ♦ African American

Districts are always based on your residence address, **just as in any state election**, not your office address.

- ♦ Qualification letters should be mailed from the Board Office the last week of August. Please be sure to watch for the letter if you are interested in running for one of these Board seats. The candidate requirements will be listed in the letter.
- ♦ The deadline for candidate qualification forms to be received in the Board Office is October 1, 2018.
- ♦ Ballots and instructions will be mailed to the mailing address we have on file the third week in November.
- ♦ Please be sure you follow all instructions to be sure your vote will count.
- ♦ The instructions will also include the deadline for return to the CPA **(not the Board office)**.

New Disciplinary Questions

Please pay special attention to the Disciplinary Questions on the Renewal Applications as they have been changed. They are also prefaced with “Since your last renewal...” therefore you are no longer required to report past issues as long as they have been reported prior. Be sure you are always careful when answering these questions as any incorrect answer could result in disciplinary action by the Board for false or fraudulent answers.

Issue With Required AL Law Hours

When checking the number of hours still required for your renewal please be aware there is a small glitch with the system. Until you have completed your law hours the system will multiply the number of AL Law hours needed by the number of courses you have taken. We are working on this issue and hope to have it corrected soon .

ASBCE

126 Chilton Place
Clanton, AL 35045

Sheila Bolton
Executive Director (ext 222)

Administrative Assistants
Amy Deavers (ext. 226)
Ashley Stewart (ext. 221)

Wellness Hotline
(ext. 223)

Phone
(800) 949-5838
(205) 755-8000

Fax (205) 755-0081

Renew Online
www.chiro.alabama.gov

SPECIAL RENEWAL ISSUE **Renewal Document Deadline** **September 26, 2018 3PM**

Payment and Application Deadline:
September 30, 2018

You must go online to renew your license.
It is quick, painless, efficient, and paperless.

Upon completion, you will receive a confirmation that you need to print for your files. You will also receive an email confirmation if you list an email in the application.

To avoid a late penalty, you must renew prior to the last day of September. If you procrastinate until the last day there can be a lot of users trying to log on to renew which may cause the system to be slow. Since the Board's telephone hours are from 8:00 a.m. to 4:00 p.m. there may be no staff available to assist you should you encounter a problem.

Note: There is no weekend support of the online system.

DEADLINE

Remember when renewing online you must fax or email any needed documentation 2 business days prior to logging in online, complete the online application and payment by midnight on September 30, 2018 to avoid the late penalty. Do not depend on your computer clock if you are renewing close to midnight.

Completed my online renewal application. Now to remember to log back in after 7 days to print my renewal card then I will be finished until next year!

